

Seattle Fire Department Permit Application  
Code 2503/2505 **Assembly Occupancy, Temporary**

**Special Events**  
-Revised 12/2004-



**Permit Fees - Check one**

- |   |             |              |
|---|-------------|--------------|
| <input type="checkbox"/> Event attendance 0 - 999         | \$126.00*   | Code: 2503   |
| <input type="checkbox"/> Event attendance 1,000 - 2,999   | \$250.00*   | Code: 2505.1 |
| <input type="checkbox"/> Event attendance 3,000 - 9,999   | \$501.00*   | Code: 2505.2 |
| <input type="checkbox"/> Event attendance 10,000 -19,999  | \$715.00*   | Code: 2505.3 |
| <input type="checkbox"/> Event attendance 20,000 and over | \$1,430.00* | Code: 2505.4 |

TO BE COMPLETED BY PERMIT APPLICANT (PLEASE PRINT)

FIRM/APPLICANT NAME:

MAILING ADDRESS:

SUITE:

CITY:

STATE:

ZIP:

EVENT ADDRESS:

EVENT DATE(S):

EVENT START TIME(S):

CONTACT PERSON:

PHONE NUMBER: (      )

**Please include a check made payable to the CITY OF SEATTLE with this application.**

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Seattle Fire Department  
Fire Marshal's Office—Permits  
220 Third Avenue South, Second Floor  
Seattle, WA 98104-2608

Permit Processing: (206) 386-1025  
[www.seattle.gov/fire](http://www.seattle.gov/fire)

**APPLICATION RECEIVED LESS THAN 10 BUSSINESS DAYS PRIOR TO THE EVENT WILL BE ASSESSED A LATE FEE. THE LATE FEE IS AN ADDITIONAL 50% OF THE ORIGINAL PERMIT FEE.**

**\*PERMITS REQUIRING INSPECTION OUTSIDE REGULAR BUSINESS HOURS WILL BE BILLED BY INVOICE FOR THE INSPECTION. (REG. BUSINESS HOURS MONDAY-FRIDAY 8:00 AM TO 4:30 PM)**

**TO BE COMPLETED BY FMO INSPECTOR:**

Permit Approved by Inspector : \_\_\_\_\_ Date: \_\_\_\_\_

**Event Title:**

**Permit cc:**

Late fee waived: ☐ Yes ☐ No Initials: \_\_\_\_\_ ☐ Cancel with full refund ☐ Cancel, no refund Initials: \_\_\_\_\_

**FMO OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Check No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Application ID# \_\_\_\_\_

☐ Cancel with full refund ☐ Cancel, no refund ☐ Moved ☐ No Longer Needs ☐ Out of Business